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PAUL W. RAINWATER  
COMMISSIONER OF ADMINISTRATION

**State of Louisiana**  
Division of Administration  
**Office of State Uniform Payroll**

August 10, 2012

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2013-07

TO: LaGov HCM Paid Agency Human Resources  
and Employee Administration Staff

FROM: Andrea P. Hubbard  
Director

SUBJECT: Act 501 of 2012 Regular Legislative Session

Act 501 of the 2012 Regular Legislative Session authorizes state employee payroll deductions for qualified nonprofit community health and human services charities, payable through the Louisiana Association of United Ways (LAUW). The Act also names the LAUW as the principal combined fundraising organization, in coordination with the Division of Administration.

The Office of State Uniform Payroll (OSUP) will work with LAUW to establish guidelines and procedures for nonprofit charitable organizations to follow to request a payroll deduction through LAUW for the LaGov HCM system. Specific requirements will be established via payroll deduction rule, in accordance with the Administrative Procedures Act, with an anticipated implementation date of January 2014. Charitable campaigns and deductions for existing United Way organizations will continue in the same manner as before until these new guidelines and procedures have been established. Additional information will be provided to agencies through official OSUP Memoranda as it becomes available.

If you have any questions, please contact a member of the OSUP Benefits and Financial Administration Unit by email at the following address: [\\_DOA-OSUP-BFA@la.gov](mailto:_DOA-OSUP-BFA@la.gov) or by phone at (225):

Brandy Boyd	342-5354	Jessamye Charette	342-5344
Desiree Jefferson	342-5377	Michelle Richmond	342-5357
Jodi Bullock	342-5345		

APH:BPB/pbh